



OPPORTUNITY

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gets real.



Reference: 0668-24

Salary: £65,632 to £101,647 per annum depending on experience

Contract Type: Permanent

Basis: Full Time

Job description – Head of Department

Job Purpose:

Working with the Head/ Dean of School and School Management Team as appropriate, to lead and effectively manage an academic Department/School in line with the College and wider University strategy.

Main Duties/Responsibility

Strategy

- ▶ Contribute to strategic direction and success as a member of the School and College management team by planning, reviewing, and identifying opportunities which support its growth and sustainability.
- ▶ Provide strategic leadership for all staff in the department, implementing College and University initiatives, strategies, and policies, ensuring the successful delivery of its Key Performance Indicators.
- ▶ Plan and deliver effective workforce management to anticipate and meet the strategic needs of the department.

Performance

- ▶ Resourcing the department effectively, including recruitment and selection, learning and teaching resources and work allocation.
- ▶ Ensure departmental curricula and assessments are relevant, up to date and in line with relevant professional standards and meeting internal and external regulations.
- ▶ Ensuring Professional, Statutory and Regulatory body requirements are always met.
- ▶ Support the Head/ Dean of School with the departmental budget in line with Department/School and College plans.
- ▶ Responsible for meeting departmental REF, TEF and KEF targets.

People/Team

- ▶ Lead all aspects of people management, setting and assuring high standards for performance and performance management including mentoring, development and support for all staff.
- ▶ Promote citizenship within the department, role modelling the University's leadership behaviours, and fostering collaboration and teamwork.
- ▶ Manage and support people through change, advocating for the University and supporting people through cultural transformation.

Delivery

- ▶ Deliver high levels of student satisfaction with responsibility for student recruitment, progression rates, employability, and student pastoral/welfare support. Proactively engage students to secure inclusion and improved student experience
- ▶ Represent the department, including maintaining a strong disciplinary profile. This includes representing the department on national representative bodies as appropriate.
- ▶ Lead high level engagements with relevant industries, professions, government departments and at public events to ensure the Department/School builds strong and productive connections to industry, the professions, and the community.

- ▶ To lead on professional accreditations where applicable.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification – Head of Department

	Essential	Method of assessment
Education and qualifications	<p>A doctorate in a relevant academic discipline (or postgraduate qualification combined with significant professional/industry experience)</p> <p>A teaching qualification such as PG Cert in Higher Education/fellowship of Advance HE at the level appropriate to the post holder's substantive appointment</p>	Application form and interview
Experience	<p>Management and leadership of staff gained through experience of leading teaching teams and/or research teams</p> <p>Proven experience in managing conflicting priorities and deadlines and</p> <p>Experience of handling pastoral and sensitive issues</p>	Application form and interview
Aptitude and skills	<p>Ability to rapidly establish credibility as an academic leader both internally and externally</p> <p>Ability to lead a department as role model and exemplar of positive leadership behaviours</p> <p>Proven ability to collaborate effectively with others to create tangible benefits</p> <p>Demonstrable persuasion and influencing skills.</p> <p>Ability to effectively communicate the strategy and objectives of the department to a wide audience.</p> <p>Commitment to inclusion and wellbeing throughout the department for staff and students.</p> <p>Understanding of key issues in teaching and research.</p>	Application form and interview

	Essential	Method of assessment
	Commitment to continuous personal development and to the professional development of others.	

In addition to the role of Head of Department the position will be underpinned by the academic appointment of Professor. This role description is shown on the next page.

Job description - Professor

Job Purpose:

To lead research, scholarship or teaching activities of the School through professional practice and expertise. In addition, to lead external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate to the subject discipline and School and/or University strategy.

The majority of academic staff will undertake a balance of research and teaching and learning activities. Whilst ability and effectiveness should be demonstrated at an appropriate level in all areas, individuals may be more specifically focused on research, teaching and learning or external engagement. This balance will be discussed and agreed with individuals annually in the PDR meeting in line with operational needs, School and University strategy and with consideration of the individual's career goals and development plans.

Professors will have established and maintained international recognition through original, innovative and distinguished contributions to scholarship and research.

Main Duties/Responsibilities:

Research

- ▶ To pursue and lead an internationally recognised research programme which both informs and is consistent with the School's research priorities.
- ▶ To publish the outcomes of research, with a record of securing publications in internationally rated journals of high standing. Where teaching and learning is the main focus, to publish research disseminated in pedagogic or professional practice publications.
- ▶ To have proven experience of securing significant external funding from prestigious funders including research councils, charities and the European Commission and a record of successfully leading and managing research projects, people and resources.
- ▶ Where appropriate to School/University strategy and subject discipline, to establish partnership links with external organisations to enhance Aston's research and industry profile.
- ▶ To provide strong leadership and team building in the management of research projects.
- ▶ To have a successful record of supervision of postgraduate students at Masters and doctoral levels to completion. To foster an environment which encourages research among students at postgraduate level.
- ▶ To lead research initiatives with colleagues and a wide range of external collaborators including internationally funded research projects as appropriate.

- ▶ To conduct research capable of demonstrating significant impact e.g. research which has the potential to benefit the economy, society, culture, public policy or services, health, the environment or quality of life.

- ▶ To build critical mass and promote excellence in the School's research priority areas.

Teaching and Learning

- ▶ Depending on role focus, to lead on identifying strategic areas for new teaching provision.
- ▶ To teach students at different levels as appropriate including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching programmes.
- ▶ To provide academic support, pastoral care and advice to foundation, undergraduate and postgraduate students.
- ▶ To mentor colleagues in effective teaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of programmes and the curriculum.
- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To lead on (depending on role focus) supporting and promoting quality assurance measures within the University e.g. by evaluation and development of modules for which the lecturer has responsibility, in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To innovate in teaching, demonstrating continuous professional development and critical reflective practice.

External Engagement

- ▶ To develop student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To demonstrate research impact and secure commercialisation, identifying and pursuing opportunities for translational research where appropriate to role and discipline.
- ▶ To continue to build on an established record of invited international keynote conference presentations and prestige lectures.
- ▶ To establish and lead partnerships for commercialisation including patents, inventions and other exploitable intellectual property as applicable to subject area and/or to lead to improved practice, policy development or professional development.
- ▶ To engage with translational research with a view to external collaboration and establishing partnerships with outputs such as commercialisation, improved practice and policy.
- ▶ To develop research and development collaborations with industry partners to secure additional direct funding.
- ▶ To contribute to businesses, the public sector and communities e.g. through innovation, knowledge transfer, cultural enrichment, advising government bodies, contributing to and influencing government (UK or overseas) policy-making and standards.

- ▶ To take the lead in community engagement activities to raise the regional and national profile of the School.
- ▶ To enhance the University's reputation with professional/scholarly bodies e.g. by promoting public understanding of the subject.

Citizenship

- ▶ To have a sustained record of effective leadership of either/all of: teaching teams; research; and staff management and supervision.
- ▶ To make an outstanding contribution to governance and collegial life within and outside the University, for example by Chairing school committees, undertaking significant administrative positions, or participating in or Chairing University-level committees.
- ▶ To participate in continuing professional development e.g. through seminars or conferences and by engaging in training programmes run by the University which are consistent with the needs and aspirations of the academic and the School.
- ▶ To manage staff seminars, staff training and coaching activities, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences, attendance at Degree Ceremonies etc.
- ▶ To Chair one or more of the School committees, these responsibilities being equitably distributed across the academic staff
- ▶ To demonstrate the University's leadership values through own actions and behaviour
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
Innovation	Collaboration	Ambition	Inclusion	Integrity
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Marian Garcia

Job Title: Dean Of Aston Business School

Email: abs_dean@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Non-UK/Irish nationals will require a visa or immigration permission that allows them to work in the UK.

The most common work visas are the [Skilled Worker](#), [Global Talent](#) and [Graduate](#) immigration routes. You can find more information about these visa categories on our [web page for candidates](#). The [UKVI website](#) provides further detail about different work visas and the eligibility criteria for each.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the

country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk